

CALL FOR BIDS
CITY OF MINNEAPOLIS
MINNESOTA

PURCHASING DEPARTMENT
330 Second Avenue South - Suite 552
Minneapolis, MN 55401

AN AFFIRMATIVE ACTION EMPLOYER

Official Publication No. 7555

November 17th, 2011 po

Convention Center/Target Center

For information call
(612) 673-2727 Heidi Solheid

"BIDS FOR TARGET CENTER DASHER BOARDS"

To furnish, deliver, train and install one (1) complete dasher board system to the City of Minneapolis Convention Center/Target Center; all in accordance with attached specifications and bid form.

A Pre-Bid Meeting will be held on November 29th, 2011 at 11:00 AM, Local Time at the Target Center Skyway Administration Offices, 600 First Avenue North, Minneapolis, MN 55403.

The Successful bidder shall be subject to a pre-award compliance review from the Department of Civil Rights in accordance with Chapters 139.50 and 423 of the Minneapolis Code of Ordinances. That includes approval of affirmative action plans, subcontracting efforts and, on construction contracts, a written plan to meet employment participation of 11% for both skilled and unskilled minority trade workers and 6% for females. Monthly compliance reports are required to be filed electronically. Filing information can be obtained on the web at www.minneapolis.diversitycompliance.com. Questions on compliance can be directed to the Department of Civil Rights at (612) 673-3012.

The City of Minneapolis hereby notifies all bidders that in regard to any invitations to bid, advertisements, solicitations, or contracts to be entered into pursuant to this Plan, businesses owned and controlled by minorities or women will be afforded maximum feasible opportunity to submit bids and/or proposals in response and will not be subjected to discrimination on the basis of race, color, sex, age, religion, ancestry, affectional preference, disability, public assistance status, marital status or national origin.

Prospective bidders' attention is called to Minnesota Statutes 13.591 Business Data. This section states in part:

Data submitted by a business to a government entity in response to a request for bids as defined in Section 16C.02, Subdivision 11, are private or non-public until the bids are opened. Once the bids are opened, the name of the bidder and the dollar amount specified in the response are read and become public. All other data in a bidder's response to a bid are private or non-public data until completion of the selection process. For the purposes of this section, "completion of the selection process" means that the government entity has completed its evaluation and has ranked the responses. After a government entity has completed the selection process, all remaining data submitted by all bidders are public with the exception of trade secret data as defined and classified in Section 13.37. A statement by a bidder that submitted data are copyrighted or otherwise protected does not prevent public access to the data contained in the bid.

Bidders are hereby advised that their bid document may become available to the public once a successful bidder has been chosen.

The City of Minneapolis has adopted an Environmental Purchasing Policy (EPP) that is incorporated into all bids. A copy of the policy can be found at this link:

<http://www.ci.minneapolis.mn.us/council/archives/proceedings/2008/20081010-proceedings.pdf>

Prompt Payment: Per Minnesota Statutes 471.425 contractors shall pay all certified small subcontractors for undisputed work completed, within ten (10) days after the City of Minneapolis has paid the contractor for the completed work.

Chapter 471.895 of the Minnesota Statutes prohibits gifts from interested persons to local officials. Local Officials includes any individuals who purchase or advise or recommend on the purchase of goods and/or services.

Conflict of Interest/Code of Ethics: Contractor agrees to be bound by the City's Code of Ethics, Minneapolis Code of Ordinances, Chapter 15. Contractor certifies that to the best of its knowledge, all City employees and officers participating in this Agreement have also complied with that Ordinance. It is agreed by the Parties that any violation of the Code of Ethics constitutes grounds for the City to void this Agreement. All questions relative to this section shall be referred to the City and shall be promptly answered.

Minneapolis Code of Ordinances, Section 18.200, relating to equal benefits for domestic partners, applies to each contractor and sub-contractor with 21 or more employees that enter into a "contract" as defined by the Ordinance, that exceeds \$100,000.00. Compliance with Section 18.200 is required commencing January 1, 2004. The categories to which the ordinance applies are services; the sale of purchase of supplies, materials, equipment or the rental thereof; and the construction, alteration, repair or maintenance of personal property. The categories to which the ordinance does not apply include real property and development contracts.

The contract is in a category to which the ordinance applies.

Please be aware that if the contract initially does not exceed \$100,000.00, but is later modified so that the contract does exceed \$100,000.00, the ordinance will then apply to the contract.

A complete text of the ordinance is available on the internet at: <http://www.ci.minneapolis.mn.us/citywork/city-coordinator/finance/purchasing>. Copies are also available in the office of City Purchasing. It is the contractor's and sub-contractors responsibility to review and understand the requirements and applicability of this ordinance.

All successful bidder(s) will be required to comply fully with the Americans with Disabilities Act of 1990 (ADA).

Official Publication No. 7555

Published in Finance and Commerce – November 18th and November 25th, 2011

Sealed bids will be received and time stamped by receptionist until **10 AM, Local Time, December 8th, 2011** at which time they will be publicly opened and read aloud. **Do not fax** sealed bids to Purchasing.

NO BID DEPOSIT REQUIRED

Envelopes must bear the name of the firm submitting the bid and be addressed as follows:

**City of Minneapolis Purchasing Department
Offl. Publ. #7555 - BIDS FOR TARGET CENTER DASHER BOARDS
Bids opened 10 AM, Local time, December 8th, 2011
330 Second Avenue South - Suite 552
Minneapolis, MN 55401**

The City of Minneapolis reserves the right to waive informalities in bids, to accept or reject any or all bids or any part of any bid. Bids must be typewritten, or printed in ink, and signed in ink in handwriting.

TWO complete bid form responses, including attachments, are to be returned, one of which **must** be an original.

BIDS CONTAINING ANY ALTERATION OR ERASURE WILL BE REJECTED UNLESS ALTERATION OR ERASURE IS CROSSED OUT AND CORRECTION PRINTED IN INK OR TYPEWRITTEN AND INITIALED IN INK BESIDE CORRECTION BY THE PERSON SIGNING THE BID.

Instructions to Bidders

IF the Call for Bids, indicates a bid deposit is required, the bid deposit should be in the form of a certified check, cashiers check or bidder's corporate surety bond. If certified check or cashier check is used, it shall be made payable to the Party named in the Call for Bids. Said bid deposit shall be retained by the City of Minneapolis or Board as liquidated damages and not a penalty, in the event the bid is selected by the City of Minneapolis or Board and the bidder fails to execute a contract, therefore, and upon request of the City of Minneapolis or Board, a performance bond and payment bond, as may be required by the City of Minneapolis subsequent to award of contract.

By submitting a bid, bidder agrees that said liquidated damages shall cover only the damages sustained by the City of Minneapolis or Board, from additional administrative costs, expenses or re-advertising and re-bidding and other damages sustained by the City of Minneapolis or Board as a result of failure of successful bidder to execute a written contract, and a performance bond and payment bond when so required, but shall not cover nor preclude the City of Minneapolis or Board from claiming damages on account of delay, price change, loss of other contracts, loss of income, inability of City of Minneapolis or Board to fulfill other contracts, loss of other benefits of this contract, or damages, direct or consequential arising out of breach of contract by the successful bidder.

Whenever separately numbered categories as to materials, equipment or services are set forth in the specifications and in the bid form, unless specifications or bid form is qualified by the statement "ALL OR NONE", bidder may submit a bid upon each, or all, or any selected number of categories, and in such case separate category shall be considered as a separate bid letting procedure, and the City of Minneapolis shall have the right to make separate awards to the lowest and best bidder in any particular category, or to the overall lowest and best bidder where it is found to be in the best interest of the City.

Bidder is responsible to ensure they are in receipt of all addenda. Contact the buyer if questions.

The City of Minneapolis is subject to Minnesota Sales and Use Tax for taxable items in accordance with the Minnesota Department of Revenue.

If a lump sum bid for materials and/or equipment includes labor and all incidentals, the bidder is responsible for all applicable sales tax on taxable items required in the performance of the bid and should be included in the total amount bid.

Bids – City General Requirements (No SUBP Goals)

(Revised - 1/2011)

The General Conditions are terms and conditions that the City expects all of its Contractors to meet. By submitting a bid, the bidder agrees to be bound by these requirements unless otherwise noted in the Bid. The bidder may suggest alternative language to any section. Some negotiation is possible to accommodate the bidder's suggestions.

1 City's Rights

The City reserves the right to reject any or all Bids or parts of Bids, to accept part or all of Bids on the basis of considerations other than lowest cost, and to create a project of lesser or greater expense and reimbursement than described in the Call for Bid, or the respondent's reply based on the component prices submitted.

2 Interest of Members of City

The Contractor agrees that it has complied with Minnesota Statutes, Section 471.87 and Chapter 3, Section 22 of the City Charter. Therefore unless authorized in Chapter 15 of the City's Code of Ordinances, no member of the governing body, officer, employee or agent of the City shall have any interest, financial or otherwise, direct or indirect, in the Contract.

3 Equal Opportunity Statement

Contractor agrees to comply with the provisions of all applicable federal, state and City of Minneapolis statutes, ordinances and regulations pertaining to civil rights and nondiscrimination including, without limitation, Minnesota Statutes, Section 181.59 and Chapter 363A, and Minneapolis Code of Ordinances, Chapter 139, incorporated herein by reference.

4 Non-Discrimination

The Contractor will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, sex, national origin, affection preference, disability, age, marital status or status with regard to public assistance or as a disabled veteran or veteran of the Vietnam era. Such prohibition against discrimination shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

If required by the City, the Contractor shall agree to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the City, setting forth this nondiscrimination clause. In addition, the Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, religion, ancestry, sex, national origin, affectional preference, disability, age, marital status or status with regard to public assistance or status as disabled veteran or veteran of the Vietnam eras, 1991 Gulf and current Afghanistan and Iraq wars, and comply in all other aspects with the requirements of the Minneapolis Code of Ordinances, Chapter 139.

5 Disability Compliance Requirements

All Contractors hired by the City of Minneapolis are required to abide by the regulations of the U.S. Americans with Disabilities Act of 1990 (ADA) which prohibits discrimination against individuals with disabilities. The Contractor will not discriminate against any employee or applicant for employment because of their disability and will take affirmative action to ensure that all employment practices are free from such discrimination. Such employment practices include but are not limited to the following: hiring, promotion, demotion, transfer, recruitment or recruitment advertising, layoff, discharge, compensation and fringe benefits, classification, referral and training. The ADA also requires Contractors associated with the City to provide qualified applicants and employees with disabilities with reasonable accommodation that does not impose undue hardship. Contractors also agree to post in a conspicuous place, accessible to employees and applicants, notices of their policy on non-discrimination. The above requirements also apply to the Minnesota Human Rights Act, Minnesota Statutes Chapter 363A.

In the event of the Contractor's noncompliance with the non-discrimination clauses of this Contract, this Contract may be canceled, terminated, or suspended, in whole or part, and the Contractor may be declared

ineligible by the Minneapolis City Council from any further participation in City Contracts in addition to other remedies as provided by law.

6 Insurance

Insurance secured by the Contractor shall be issued by insurance companies acceptable to the City and admitted in Minnesota. The insurance specified may be in a policy or policies of insurance, primary or excess. Such insurance shall be in force on the date of execution of the Contract and shall remain continuously in force for the duration of the Contract. The Contractor and its sub-contractors shall secure and maintain the following insurance:

- a) **Workers Compensation** insurance that meets the statutory obligations with Coverage B- Employers Liability limits of at least \$100,000 each accident, \$500,000 disease - policy limit and \$100,000 disease each employee.
- b) **Commercial General Liability** insurance with limits of at least \$2,000,000 general aggregate, \$2,000,000 products - completed operations \$2,000,000 personal and advertising injury, \$100,000 each occurrence fire damage and \$10,000 medical expense any one person. The policy shall be on an "occurrence" basis, shall include contractual liability coverage and the City shall be named an additional insured. Amount of coverage will be automatically increased if the project amount is expected to exceed \$2,000,000 or involves potentially high risk activity.
- c) **Commercial Automobile Liability** insurance covering all owned, non-owned and hired automobiles with limits of at least \$500,000 per accident and the City shall be named an additional insured.

Acceptance of the insurance by the City shall not relieve, limit or decrease the liability of the Contractor. Any policy deductibles or retention shall be the responsibility of the Contractor. The Contractor shall control any special or unusual hazards and be responsible for any damages that result from those hazards. The City does not represent that the insurance requirements are sufficient to protect the Contractor's interest or provide adequate coverage. The City of Minneapolis shall be named as an Additional Insured. Evidence of coverage is to be provided on a City-approved Insurance Certificate. A thirty (30) day written notice is required if the policy is canceled, not renewed or materially changed. The Contractor shall require any of its subcontractors, if sub-contracting is allowable under this Contract, to comply with these provisions.

7 Hold Harmless

The Contractor agrees to defend, indemnify and hold harmless the City, its officers and employees, from any liabilities, claims, damages, costs, judgments, and expenses, including reasonable attorney's fees, resulting directly or indirectly from any negligent act or omission of the Contractor, its employees, its agents, or employees of subcontractors, in the performance of the work or services provided by or through this Contract or by reason of the failure of the Contractor to fully perform, in any respect, any of its obligations under this Contract.

8 Subcontracting

The Contractor shall provide written notice to the City and obtain the City's authorization to sub-contract any work or services to be provided to the City pursuant to this Agreement. As required by Minnesota Statutes, Section 471.425, the Contractor shall pay all subcontractors for subcontractor's undisputed, completed work, within ten (10) days after the Contractor has received payment from the City.

9 Assignment or Transfer of Interest

The Contractor shall not assign any interest in the Contract, and shall not transfer any interest in the same either by assignment or novation without the prior written approval of the City, provided, however, that claims for money due or to income due to the Contractor may be assigned to a bank, trust company or other financial institution, or to a Trustee in Bankruptcy without such approval. Notice to any such assignment or transfer shall be furnished to the City. The Contractor shall not subcontract any services under this Contract without prior written approval of the City Department Contract Manager designated herein.

10 General Compliance

The Contractor agrees to comply with all applicable Federal, State and local laws and regulations affecting the Contract or governing funds provided under the Contract.

11 Performance Monitoring

The City will monitor the performance of the Contractor against goals and performance standards required herein. Substandard performance as determined by the City will constitute non-compliance with this Contract.

If action to correct such substandard performance is not taken by the Contractor within a reasonable period of time after being notified by the City, this Contract may be terminated by written notice to Contractor. All work submitted by Contractor shall be subject to the approval and acceptance by the City Department Contract Manager designated herein. The City Department Contract Manager designated herein shall review each portion of the work when certified as complete and submitted by the Contractor and shall inform the Contractor of any apparent deficiencies, defects, or incomplete work, at any stage of the project.

12 Independent Contractor

Nothing contained in this Contract is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Contractor shall at all times remain an independent contractor with respect to the work and/or services to be performed under this Contract. Any and all employees of Contractor or other persons engaged in the performance of any work or services required by Contractor under this Contract shall be considered employees or sub-contractors of the Contractor only and not of the City; and any and all claims that might arise, including Worker's Compensation claims under the Worker's Compensation Act of the State of Minnesota or any other state, on behalf of said employees or other persons while so engaged in any of the work or services to be rendered or provided herein, shall be the sole obligation and responsibility of Contractor.

13 Accounting Standards

The Contractor agrees to maintain the necessary source documentation and enforce sufficient internal controls as dictated by generally accepted accounting practices (GAAP) to properly account for expenses incurred under this Contract.

14 Retention of Records

The Contractor shall retain all records pertinent to expenditures incurred under this Contract in a legible form for a period of six years after the resolution of all audit findings, with the exception that such records shall be kept for a period of ten years after both the terms of a monitoring agreement have been fulfilled and all audit findings have been resolved for abatement programs. Records for non-expendable property acquired with funds under this Contract shall be retained for six years after final disposition of such property.

15 Data Practices

The Contractor agrees to comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. The Contractor must immediately report to the City any requests from third parties for information relating to this Contract. The City agrees to promptly respond to inquiries from the Contractor concerning data requests. The Contractor agrees to hold the City, its officers, and employees harmless from any claims resulting from the Contractor's unlawful disclosure or use of data protected under state and federal laws.

All Bids shall be treated as non-public information until the Bids are opened for review by the City. At that time, the names of the responders become public data. All other data is private or non-public until the City has completed negotiating the Contract with the selected Contractor. At that time, the Bids and their contents become public data under the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 and as such are open for public review.

16 Inspection of Records

All Contractor records with respect to any matters covered by this Contract shall be made available to the City or its designees at any time during normal business hours, as often as the City deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Contractor will comply with all State and local audit requirements.

17 Living Wage Ordinance

The Contractor may be required to comply with the "Minneapolis Living Wage and Responsible Public Spending Ordinance" Chapter 38 of the City's Code of Ordinances (the "Ordinance") (<http://www.ci.minneapolis.mn.us/procurement/Ch38LivingWage.pdf>). Unless otherwise exempt from the ordinance as provided in Section 38.40 (c), any City contract for services valued at \$100,000 or more or any City financial assistance or subsidy valued at \$100,000 or more will be subject to the Ordinance's requirement that the Contractor and its sub-contractors pay their employees a "living wage" as defined and provided for in the Ordinance.

25 Intellectual Property

Unless the Contractor is subject to one or more of the intellectual property provisions in the paragraphs below, the City owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in any "Work" created, in progress, produced or completed and paid by this Contract. Work covered includes inventions, improvements, discoveries, databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, or other media.

All Work produced by the Contractor under this Contract will be the exclusive property of the City and will be surrendered to the City immediately upon completion, expiration, or cancellation of this Contract. The Contractor represents and warrants that the Work does not and will not infringe upon any intellectual property rights of other persons or entities.

This section is modified to provide that the Contractor is the sole owner of any software, program or application where the Contractor is providing services from a proprietary system for which the Contractor has proprietary rights.

Each party acknowledges and agrees that each party is the sole and exclusive owner of all right, title, and interest in and to its services, products, software, source and object code, specifications, designs, techniques, concepts, improvements, discoveries and inventions including all intellectual property rights thereto, including without limitations any modifications, improvements, or derivative works thereof, created prior to, or independently, during the terms of this Contract. This contract does not affect the ownership of each party's pre-existing, intellectual property. Each party further acknowledges that it acquires no rights under this Contract to the other party's pre-existing intellectual property, other than any limited right explicitly granted in this Contract.

26 Equal Benefits Ordinance

Minneapolis Code of Ordinances, Section 18.200, relating to equal benefits for domestic partners, applies to each contractor and subcontractor with 21 or more employees that enters into a "contract", as defined by the ordinance that exceeds \$100,000. The categories to which the ordinance applies are personal services; the sale or purchase of supplies, materials, equipment or the rental thereof; and the construction, alteration, repair or maintenance of personal property. The categories to which the ordinance does not apply include real property and development contracts.

Please be aware that if a "contract", as defined by the ordinance, initially does not exceed \$100,000, but is later modified so the Contract does exceed \$100,000, the ordinance will then apply to the Contract. A complete text of the ordinance is available at:

http://www.ci.minneapolis.mn.us/procurement/docs/equal_benefits_ordinance.pdf.

It is the Contractor's and subcontractor's responsibility to review and understand the requirements and applicability of this ordinance.

27 Cardholder Data and Security Standards

Should the Contractor collect revenue on behalf of the City through the acceptance of credit cards offered by cardholders to pay for services offered under the terms of this Contract, then Contractor represents and acknowledges that the Contractor will comply with Payment Card Industry (PCI) regulatory standards including the Data Security Standards (DSS). Contractor represents that it will protect cardholder data. Contractor will be annually certified as a PCI compliant service provider and agrees to provide evidence of said certification to the City upon request. Contractor agrees at reasonable times to provide to the City or to its assigns, the audit rights contained herein for all physical locations, systems or networks that process credit cards on behalf of the City. Contractor also agrees to provide written notice to the City of any breach of a system owned, operated or maintained by the Contractor that contains cardholder data or information.

28 Small & Underutilized Business Program (SUBP) Requirements

Contractor must comply with the Small & Underutilized Business Enterprise Program (SUBP), as detailed in Chapter 423 of the Minneapolis Code of Ordinances. The SUBP Ordinance applies to any construction or development project, in excess of one hundred thousand dollars (\$100,000), and any contract for the provision of goods and services in excess of fifty thousand dollars (\$50,000).

Small & Underutilized Business Requirements

The selected vendor must comply with the Small & Underutilized Business Enterprise Program (SUBP), as detailed in Chapter 423 of the Minneapolis Code of Ordinances. The SUBP Ordinance applies to any construction or development project, in excess of one hundred thousand dollars (\$100,000), and any contract for the provision of goods and services in excess of fifty thousand dollars (\$50,000).

Specific goals have not been set on this contract. Should the bidder find an opportunity to contract with other business concerns to complete portions of the task solicited, we ask that you entertain contracts with businesses owned by women or minority persons.

For more information on locating certified businesses you may contact the CERT web site at www.govcontracts.org or by calling the City at (612) 673-2112.

For a copy of the latest Prevailing Wage Rates - visit the Federal Website:

<http://www.access.gpo.gov/davisbacon/mn.html>

Use the Rates for State of Minnesota - Hennepin County

Building

Highway

PREVAILING WAGE CERTIFICATE

SUBMIT WITH ORIGINAL COPY OF YOUR BID

Laborers and Mechanics shall be paid according to the Contracts for Public Works Ordinance, Minneapolis Code of Ordinances, Chapter 24, Section 24.200 through 24.260, as amended, and the minimum wage rates and fringe benefits paid to the various classes shall be as determined by the Secretary of Labor of the United States for work in the City. Subject to and upon compliance with all requirements provided in the Rules of the Office of the Secretary of Labor of the United States. Apprentices may be paid less than the predetermined wage rate for the work performed. Apprentices must participate in a registered apprenticeship program (See 29 CFR, Parts 5 and 29). In addition to the certificates and other evidences of compliance which are required under these specifications and under Minneapolis Code of Ordinances, Section 24.240, it shall be required that the person or company representative submitting a bid for this contract shall certify in writing that both she/he/it and their Subcontractors shall comply with the wage and labor standard provision of Minneapolis Code of Ordinances, Section 24.200 through 24.260 as amended. Failure to comply with this ordinance shall mean the City may, by written notice to the Contractor, terminate the Contractor's right to proceed with the work and the Contractor and his Sureties shall be liable to the City for any excess cost occasioned to the City for the completion of the work.

By submitting this bid, it is understood and agreed that if it is accepted, in whole or in part, by the City of Minneapolis or Board, as designated, that any work done by the Contractor or by the Contractor's agent or Subcontractor under a contract with the City of Minneapolis or Board as designated shall be done in conformity with provisions of Minneapolis Code of Ordinances, Chapter 24, Section 24.200 through 24.260, or, if applicable Park Board Code of Ordinances, Chapter 6, Section PB 6-1 through PB 6-5. Specifically, it is agreed that payment of wages to employees or agents of the Contractor or any Subcontractor shall be no less than the amounts set forth in the current U.S. Department of Labor, General Wage Decision for the State of Minnesota - Hennepin County.

SIGNATURE

Company Name

Subscribed and sworn to before me this

_____ day

of _____, 20 _____

Notary Public

My Commission expires _____

THIS FORM SHOULD BE RETURNED WITH YOUR BID

Insurance

This contract shall be effective only upon the approval by the City of acceptable evidence of the insurance detailed below. Such insurance secured by the Contractor shall be issued by insurance companies acceptable to the City and admitted in Minnesota. The insurance specified may be in a policy or policies of insurance, primary or excess. Such insurance shall be in force on the date of execution of the contract and shall remain continuously in force for the duration of the contract.

The Contractor and its contractors shall secure and maintain the following insurance:

1. Workers Compensation insurance that meets the statutory obligations with Coverage B Employers Liability limits of at least \$100,000 each accident, \$500,000 disease - policy limit and \$100,000 disease each employee.
2. Commercial General Liability insurance with limits of at least \$2,000,000 general aggregate, \$2,000,000 products - completed operations \$2,000,000 personal and advertising injury, \$500,000 each occurrence \$500,000 fire damage and \$10,000 medical expense any one person. The policy shall be on an "occurrence" basis, shall include contractual liability coverage and City shall be named an additional insured.
3. Commercial Automobile Liability insurance covering all owned, non-owned and hired automobiles with limits of at least \$500,000 per accident. Contractor shall purchase and maintain insurance that will protect itself and the city from claims that may arise from the Contractor's operations. This insurance shall be purchased from an insurer licensed to do business in Minnesota. The City shall be named an additional insured under each policy, except Worker's compensation Insurance.

Acceptance of the insurance by the City shall not relieve, limit or decrease the liability of the Contractor. Any policy deductibles or retention shall be the responsibility of the Contractor. The Contractor shall control any special or unusual hazards and be responsible for all damages that result from those hazards. The City does not represent that the Insurance requirements are sufficient to protect the Contractor's interest or provide adequate coverage.

All policies of insurance shall provide that the insurance company will notify the City at least thirty (30) days prior to the effective date of any policy cancellation, modification or non-renewal.

Prior to the date on which the Contractor or its consultant commences performance of its part of the work, evidence of coverage is to be provided on a City furnished Certificate of Insurance. The City may direct that copies of the actual insurance policies, or renewals or replacements thereof, be submitted to the City.

The premiums for the insurance specified above to be obtained by the Contractor or his consultants will be paid for by the Contractor or its consultants.

The Contractor waives all its rights against the City for damages covered by property insurance. The Contractor shall require a similar waiver from all of its consultants.

The Contractor waives all of its rights of recovery against the City because of deductible clauses in, or inadequacy of limits in, any policies of insurance that are in any way related to the work and that are secured and maintained by the Contractor. The Contractor waives any of its rights of recovery against the City because of a lack of insurance coverage. The Contractor shall require similar waivers from all of its consultants.

The Contractor waives all of its rights of recovery against the City for loss or damage to any of its equipment, machinery, tools or property that is used in connection with this Agreement. The Contractor shall require a similar waiver from all of its consultants.

If any policies of insurance referred to in this Article need endorsement to permit these waivers of subrogation, then it will be the responsibility of the "First Named Insured" to obtain the endorsement.

Official Publication No: 7555
December 8th, 2011
Buyer: Heidi Solheid, (612) 673-2727
Heidi.Solheid@minneapolismn.gov
Destination: Target Center
Attn. Tom Reller
600 First Avenue North
Minneapolis, MN 55403

BID FOR TARGET CENTER DASHER BOARD SYSTEM

Part 1 – GENERAL

- 1.01 SCOPE:** Manufacturer shall furnish, deliver, train and perform preliminary installation and first removal of one complete set: factory prefabricated aluminum framed dasher board system with spectator shielding, team, penalty and officials' boxes for a 200' x 85' x 28' radius rink.
- 1.02 PRE-BID CONFERENCE:** A pre-bid conference will be held at Target Center on Tuesday, November 29th, 2011 at 11:00 AM, local time. Contractors may view the site, verify dimensions, review drawings of existing dasher system and examine existing dasher system and ice dam components. Attendance at this conference is strongly encouraged.
Address: Target Center, Skyway Level – Administration Offices, 600 First Avenue North, Minneapolis, MN 55403
- 1.03 MATERIALS:** Must be aluminum framed system designed for ready conversion. Steel framed systems will not be considered. All materials will be per plans and specifications and constructed, manufactured and installed per plans and specifications. All equipment and materials supplied under these specifications shall be new and of the best grade material and construction.
- 1.04 SUBMITTALS:** (shop drawings) Manufacturer shall upon receipt of contract from owner or its representative, prepare shop drawings, which will itemize sizes and materials as well as construction details for installation. The manufacturer will submit shop drawings to the owner and/or its representative for approval before fabrication of materials, within 5 business days after receipt of Purchase Order.
- 1.05 UNIT PRICING ALTERNATES:** **There are 6 alternates on the Bid Form.** Submit unit prices stating the increase or decrease to the Contract Price for additional or deleted work list. This will allow for the accurate comparison of the base bid system prices. Unit prices shall include labor, materials, products, equipment, services and respective overhead, profit, taxes, disbursements and related charges, and shall represent the actual addition or credit to the Contract price.
- 1.06 DELIVERY:** To be arranged with owner and/or its representative to coincide with completion date of the project.
- 1.07 WARRANTY:** Manufacturer shall warrant all equipment from all defects in materials for a period of two (2) years from completion of installation.

SPECIAL PROVISIONS

- 1.08 PROJECT DESCRIPTION:** The project outlined with these specifications consists of the manufacture and installation of a complete aluminum frame dasher board system to be installed on a 2" steel ice retainer.

The contractor shall be responsible for all necessary and related appurtenances to complete the project as described in these specifications. These specifications have been written with quality in mind.

1.09 PROJECT CLEAN UP & RESTORATION: The contractor shall be responsible for all area clean up of construction debris.

1.10 MATERIAL SUBSTITUTION: In the specifications certain items may be named by manufacturer, this is done for quality control. Other manufacturers of equal quality will be approved if submitted to the owner for approval as Approved Equals. Such requests must be submitted to Heidi Solheid, at Heidi.Solheid@minneapolismn.gov in writing, by Thursday, December 1st, 2011 at 12:00 PM, local time for consideration and approval as equal. Any such approved substitutions must be shown or noted on the Bid Form. Any deviations from the specifications must be clearly indicated by the bidder. Bids offering lesser sizing or quality will not be considered. Bidders proposing another manufacture product for an approval shall supply manufacturer's literature, specifications and fact sheets.

An addendum will be posted online no later than Monday, December 5th, 2011 at 3:00 PM; the websites are: www.questodn.com/ and/or <http://www.ci.minneapolis.mn.us/procurement/open-bids/>.

1.11 PROJECT COMPLETION: The contractor shall commence work immediately upon receipt of a signed contract. Dasher system to be fully installed and functional no later than June 1, 2012. Contractor to coordinate installation and training schedule, with 12 people from the Target Center.

1.12 TRAINING: Contractor shall provide training and supervision on-site to Target Center staff for initial installation (set up). Manufacturer will also provide a complete removal of the dasher board system with all dashers and spectator shielding properly stored.

Part 2 - PRODUCTS

2.01 APPROVED MANUFACTURERS: The following manufacturers and products are pre-approved as Equals:

A. Sports Systems Unlimited / Athletica

Crystaplex 6A Series

685 Rupert Street, Waterloo, Ontario, Canada N2V 1N7

Phone: 519.747.1856 Fax: 519.249.3659

-AND-

17200 Medina Rd., Suite 600, Minneapolis, Minnesota, USA 55447

Phone: 763.249.7465 Fax: 763.249.7475

B. Becker Arena Products, Inc.

Signature Series

6611 West Highway 13

Savage, Minnesota, USA 55378

Phone: 952.890.2690 Fax: 952.890.2680

C. Cascadia Sport Systems Inc.

Series 7000

Port Moody, B.C. Canada

Tel: (888) 377-8000

Fax: (888) 377-8001

2.02 MATERIALS

A. Aluminium Extrusions: ASTM B221, 6005-T6 alloy and temper

B. High Density Polyethylene (HDPE): High impact, integrally colored, high-density polyethylene, bright white and other colors as specified, 1/2" thickness.

C. All steel hardware shall be galvanized or zinc plated for rust resistance after welding. Hardware shall include hinges, latches, casters etc. All nuts, bolts, washers and miscellaneous fastening devices shall be stainless steel or zinc plated steel.

2.03 FAB RICATION

A. General

1. As far as practical, execute fitting and assembly in the shop with the various parts or assemblies ready for erection at the project site.
2. Accurately fit together all joints, corners and intersections. Match components carefully to produce continuity of line and design.
3. Provide devices for anchoring the assemblies to the substrate with adjustment to permit correct and accurate alignment.
4. Fabricate anchoring devices required to secure the work of this Section. Supply anchors and layout drawing.
5. System components shall be numbered for ease of installation, disassembly, and reinstallation.

2.04 SYSTEM DESCRIPTION FOR BASE BID REQUIREMENTS

A. Arena Panels

1. Arena panels shall be factory prefabricated in demountable sections. The design of all panels whether straight, curved or in which a gate is located shall be similar. Each panel to be 40" (1016mm) in height, and shall be made of channels assembled into frames using welding by certified welders. All aluminium components to be furnished in a mill finish. Frames shall allow for fastening of the HDPE facing and anchoring at base. Ensure flush mating of the HDPE facing at arena panel joints.
2. Standard size of the dasher panels is to be 96" long by 40" high.
3. Typical sections shall consist of a minimum two vertical posts and three horizontal stringers. Frames shall be connected end to end with heavy duty, 5/8" (16mm) bolts and shall be connected to the ice retainer using 5/8" diameter hex head cap screws.
4. Dasher Facing: Panels to be clad with 1/2" (12mm) white High Density Polyethylene (HDPE) facing the full height of each panel, and with 1/2" (12mm) color impregnated HDPE cap rail and kick plate, color to be selected from standard options (red, blue, yellow and gold).
5. Cap Rail: Both edges of cap rail shall have a smooth and radiused edge. Red or dark blue high-density polyethylene cap rail 3/4" thick shall be fastened to the top horizontal-framing members. The cap rail must have a smooth finish. Cap rail with a textured surface or mat finish is not acceptable. The front edge of the cap rail shall be attached to the top angle using 1/4" Phillips flat head machine screws; flat washers and 1/4" nylon insert lock nuts. The back edge of cap rail will be attached to the 1" x 1" tube using 1/4" Type F thread cutting screws. Screw heads to be painted to color match cap rail. Spacing of the 1/4" screws (two rows) will not exceed 24" on center. The use of nylon rivets or sheet metal screws is unacceptable.

6. The HDPE facing shall be attached to the arena board framing with ¼" (6 mm) diameter screws. The screws shall be zinc-plated. The heads of screws shall be painted to color match the facing, kick plate or top cap as appropriate. Spacing of the screws shall not exceed 9" (225 mm) on center.
7. Color extensions of red and blue game lines shall be colored HDPE strips inlaid flush to the HDPE facing and inlaid flush to the HDPE kick plate, in conformance with rink layout requirements per governing bodies.

B. Steel Ice Retainer

1. Provide a 6" wide x 2" deep x 8.2 lb/ft (C6 x 8.2) Steel Ice Dam (50 mm x 150mm) complete with two layers of 1/2" (12 mm) color matched polyethylene attached to the ice side of the channel. The polyethylene kick plate shall be attached 9" o.c. using flush-type stainless steel fasteners.
2. Provide a black powder coated finish for rust protection.
3. Provide 1-1/2" Styrofoam brand Rigid SM insulation Type 4 extruded polystyrene foam insulation. It is to be cut to size and friction fit under the ice dam to minimize condensation built-up. The insulation shall be sealed on the front and back edges with solvent free construction adhesive. Fill all voids around anchor locations with expanding urethane foam.
4. Each 8' ice dam section shall include two ½" x 4" stationary anchor plates welded to the underside of the channel. The steel plate locations are utilized to secure the ice dam to the concrete floor using floor anchors the same diameter as required to match existing floor anchors using hex head cap screws.
5. Weld four 5/8" diameter threaded inserts to the underside of the steel channel to provide anchoring locations for each 8' section.

C. Alternate to Refurbish and Re-use Existing Steel Ice Retainer

The dasher contractor shall refurbish the existing steel ice retainer and use for anchoring of the new dasher system. All new facing and kick plate shall be installed on the ice retainer to match the new dasher system. New anchor inserts shall be provided in the ice dam as required. (Inspection of ice retainer required to determine the quantity of new inserts required) Steel ice retainer is to be installed by the dasher board contractor. The anchoring of the dasher panels to the ice retainer is to be approximately 4'-0" on center.

1. Refurbish a Steel Ice Dam complete with two layers of 1/2" (12 mm) color matched polyethylene attached to the ice side of the channel. The polyethylene kick plate shall be attached 9" o.c. using flush-type stainless steel fasteners.
2. Provide 1-1/2" Styrofoam brand Rigid SM insulation Type 4 extruded polystyrene foam insulation. It is to be cut to size and friction fit under the ice dam to minimize condensation built-up. The insulation shall be sealed on the front and back edges with solvent free construction adhesive. Fill all voids around anchor locations with expanding urethane foam.
3. Each 8' ice dam section shall include two ½" x 4" stationary anchor plates welded to the underside of the channel. The steel plate locations are utilized to secure the ice dam to the concrete floor using floor anchors the same diameter as required to match existing floor anchors using hex head cap screws.

4. Weld four 5/8" diameter threaded inserts to the underside of the steel channel to provide anchoring locations for each 8' section.

D. Players, Penalty, and Officials' Boxes/Benches

1. Boxes shall consist of arena board enclosures similar to rink arena boards.
2. Boxes shall consist of two (2) team boxes, two (2) penalty boxes and one (1) officials' / timekeeper's box; located as indicated on drawings.
3. Interior finish of boxes shall be of similar construction as ice-side of arena boards, utilizing 3/8" (10mm) thick HDPE, to height of mid-stringer on front side, full height on other sides. Framing shall be similar construction as arena boards. Provide a water bottle shelf.
4. Player boxes shall be approximately 30' 0" (9145mm) long by 5' 0" (1525mm) deep, as indicated on drawings. Access via two gates per box on ice side, and one gate at the back or end of each box, as indicated on architectural drawings.
5. Penalty boxes shall be approximately 8' 0" (2440mm) long by 5' 0" (1525mm) deep, as indicated on drawings, with access via one gate on ice side, and additional gates as indicated on architectural drawings.
6. Timekeepers' box shall be approximately 6' 0" (1830mm) long by 5' 0" (1525mm) deep, as indicated on drawings, accessed at the back of the box by one gate, and with two side gates, one to each penalty box, as indicated on architectural drawings. TK Table with supports, 16" x full width of box, as shown on drawings, with bottom pencil holder.
7. Benches shall be 28'-0" (8534mm) long in player boxes and full box width in penalty boxes. Benches shall be a nominal 9 1/2" (240mm) deep. Benches shall be extruded anodized aluminium with the seating surface being clad with 1/2" (12.7mm) HDPE. Benches to be mounted on socket-mount pedestals at NHL standard of 29" (740mm) above floor. Bench pedestals shall be of a 1/4" (6mm) zinc plated steel base plate with 1 1/2" x 3" (38.1mm x 75mm) steel post. Bench pedestal locations to be positioned along the length of the bench as required.
8. Provide 6-3/4" (170mm) high raised aluminium framed floors, with 1/2" (12mm) rubber mat as shown on drawings. Plywood: Product Standard PS-1, Douglas Fir plywood, treated exterior grade.
9. Provide coaches walkways, 8" (200mm) high with 1/2" (12mm) rubber mat on top and exposed sides covered with 1/4" (6mm) white HDP

E. Spectator Shielding

1. Provide 1/2" (13mm) (minimum .500 thickness) "Arena Ready" supported acrylic on the sides of the rink at a height of 72" above the top of the boards.
2. Provide 1/2" (13mm) (minimum .500 thickness) "Arena Ready" supported acrylic on the ends and radius corners at a height of 96" above the top of the boards.
3. Acrylic shielding shall have the top two corners rounded to a 1" radius and the two sides to have bevelled edges.
4. Acrylic shielding shall be nominal 48" wide except those at gates, removable sections, or similar openings in the dasher boards.

5. Spectator shield supports and shields shall be installed across the front, sides and backs of the timekeeper and penalty boxes.
6. Spectator shield supports and shields shall be installed on the sides and behind the player boxes.
7. Spectator shield supports at both ends of the player's boxes and the supports at the front corners of the timekeeper box shall have a specially designed safety pad to provide safety from injury.

F. Spectator Shielding Supports

1. Material shall be structural Aluminium Alloy 6005A-T6.
2. Provide a Two-piece "Quick Release" design with ice side support having a flat design and being no more than 2-1/2" wide. Round construction on the ice side will not be accepted. No tools shall be required to disassemble post and remove shield.
3. End/Terminations: One-piece slide out channel design at all glazing terminations, gates, and 90-degree corners
4. Finish: 202R1 clear anodized finish for reduced maintenance, improved appearance and scratch resistance.
5. Gaskets: Neoprene gasket to protect and hold shield in place.
7. Mounting hardware is to be removable so that the spectator shielding can be removed without demounting the dasher system.
8. Height: As indicated on drawings, support posts shall be a minimum height of 70" above the cap rail on the sides where the use of 72" high shield panels are indicated and 84" above the cap rail at the ends of the rink where the use of 96" high shield panels are indicated.
9. Spacing: Nominally, 48" apart except at gates or other openings in the boards.
10. For supported shielding using non-retractable safety netting, eye-bolts shall be provided on each support at the ends and radius that allow a 1/8" cable to be threaded on the bottom of the net and through the eye-hole.
11. The contractor shall route a continuous channel in the top of the polyethylene cap rail to hold and support the acrylic glass shielding panels.

G. Gates

1. Access and Machine gates in locations as shown on drawings, with 1" (25mm) and 1-1/2" (37mm) thick replaceable natural white HDPE Thresholds. Access gates shall be built into standard 8' 0" (2440mm) sections and shall be 3' 0" (914mm) wide, left or right hand swing. Gate latch shall be a single latch type. Double access gates shall be double gates incorporated into a standard 8' 0" (2438mm) panel, with locking hardware similar to equipment gates.
2. Players gates shall be built into standard 2440 mm (8'-0") sections and shall be 760 mm (2'-6") wide, left or right hand swing. The gate latch to be a single lift bar gravity latch.

3. Provide a flush mounted push-button latch release in the cap rail on the ice entrance gates where shields would otherwise prevent latch operation. The push-button shall be designed to be simple to operate from both sides of the shielding (suitable for opening gates with hockey glove on hand), yet prevent accidental opening. The use of chains or cables for operating gates is not acceptable.
4. Equipment gate (One each radius gate required) shall be a double leaf gates with 10'-0" opening. Size of gate leafs to be 5'-0" each. The equipment gate hinges shall be, pin type, bolted to the frame. Gate panel shall be all 2" x 6" x 3/16" aluminum channel. The hinges for all gates shall be, pin type, bolted to the frame. All steel hinge assemblies shall be designed to bolt onto an aluminum plate welded to the vertical aluminum channels in the door and panel for rigidity.
5. Equipment gate latch is to be the sliding bar type 2-1/4" x 2-1/4" x 12 gauge steel tubing with a large grasp handle. Each equipment gate shall lock into the steel threshold by means of 3/4" x 20" long cane bolts. Each equipment gate leaf shall be equipped with casters.
6. Each equipment gate unit shall be equipped with adjustable heavy duty spring loaded casters.
7. Threshold of access gate shall be 4" above floor level.
8. Threshold of equipment gate shall be 1-1/2" above floor level.
9. Access and player gates shall have a 1" thick HDPE thresholds that can be removed and replaced when wearing occurs. Polyethylene thresholds less than 1" are not acceptable.

H. Dasher Board Anchoring System

1. All arena boards shall be tightly fastened to the refrigerated slab by means of zinc plated bolts, nuts, and washers. Anchors: Existing anchors are to be re-used, contractor to verify size and location.

2.05 SUBMITTALS

A. Shop Drawings

1. Shop drawings shall bear the professional stamp and signature of a professional engineer licensed to design structures in the jurisdiction of manufacture.
2. Shop drawings shall show, in appropriate scale, dimensions, details of arena board system, glazing assemblies, methods of joining, fastening, joint locations, methods of anchoring, sizes of anchorage's, glazing details and glazing methods, hardware, details of other pertinent components of the work, and adjacent constructions to which work of this Section will be attached.
3. Shop drawings shall indicate dimensional layout of the dasher boards, shielding system, and the existing floor anchors.

B. Samples

1. Upon request the contractor shall provide samples of dasher board system, materials, finishes and colors for the owners review.

C. Operation and Maintenance Data

1. On completion of installation, supply three copies of instructions covering the removal and replacement of the dasher system and other relevant operating and maintenance instructions.
2. Provide "As Built" drawings showing overall layout of the boards and glass.

2.06 QUALITY ASSURANCE

A. Qualifications

1. Arena board system shall be provided by a firm having satisfactory experience in manufacturing and installing arena boards, using persons trained and skilled in the type of work required for both manufacturing and installing. Provide references and a completed jobs list that match the scope of this project.

2.07 WARRANTY

- A. Warrant the work of this Section against defects in materials and workmanship for a period of two (2) years from the date of substantial completion of the contract.

2.08 MAINTENANCE - EXTRA MATERIALS

- A. Supply, in addition to quantities required for the Work, extra materials and products to be stored by the Owner as follows:
 1. Fifty additional painted screws of each color required for fastening of HDPE facings.
 2. One piece each of spectator shielding corresponding to the different sizes required to complete the dasher board system.
- B. Deliver extra stock to Owner in cartons or wooden crates clearly labelled to identify contents. Place extra stock in the designated storage area where directed.

Part 3 - EXECUTION

3.01 INSTALLATION

Manufacturer will construct, fabricate and deliver all materials to job site per plans and specifications. All materials will be installed to result in a complete dasher system as specified with all dashers and spectator shielding to be straight and true to line and properly braced. Manufacturer will also provide a complete removal of the dasher board system with all dashers and spectator shielding properly stored.

3.02 EXECUTION

Examine the areas and conditions under which work of this section will be performed. Correct conditions detrimental to timely and proper completion of the work. Do not proceed until unsatisfactory conditions are corrected.

Installation shall be in strict conformance with manufacturer requirements and instructions. Erect units rigid, straight, level, plumb, and true with horizontal and vertical lines level securely anchor in place.

Whether shown on the drawings or not this contractor shall provide all trim, scribes, fillers and other accessory materials for a complete, finished installation.

No defective, scratched, marred or otherwise damaged equipment and materials shall be installed.

3.03 ADJUSTMENTS

Put all items of equipment and systems through at least five complete cycles of operation, verifying that each item is properly installed and properly operating, and making required adjustments to achieve optimum operation.

3.04 PROJECT CLEAN UP & RESTORATION: The contractor shall be responsible for all area clean up of construction debris.

3.05 OTHER MATERIAL

Provide other materials, not specifically described but required for a complete and proper operational installation, as selected by the contractor subject to the approval of the owner.

Part 4 – Alternate Unit Pricing

4.01 Conversion Storage - PANEL STORAGE CARTS

The panel storage carts will be fabricated with structural framing members having 4 casters welded to them. Framing shall be painted after fabrication. The carts will have removable side supports used to keep panels in line. Dasher contractor to furnish the number of carts required in sufficient size and quantity to accommodate all panels.

4.02 Conversion Storage - STACKABLE PANEL STORAGE CARTS

The panel storage carts will be fabricated with structural framing members having 4 casters welded to them. Framing shall be painted after fabrication. The carts will be stackable. Dasher contractor to furnish the number of carts required in sufficient size and quantity to accommodate all panels.

4.03 Conversion Storage - SPECTATOR SHIELD & SUPPORT STORAGE CARTS

The spectator shield & support storage carts will be fabricated with structural framing members having 4 casters welded to them. Framing shall have a painted finish. The Dasher contractor to furnish the number of carts required in sufficient size and quantity to accommodate all spectator shields and shield supports.

4.04 Protective Netting

Install Black Nylon Protective netting 12'-0" where indicated on drawings. Install all protective netting on conduit.

4.05 Arena Products

Provide a "Goal Frame Package" (one pair of hockey goals), with netting attached, and all padding and skirts included. Provide flexible goal pegs.

Official Publication No: 7555
Bids opened 10 AM, Local Time
December 8th, 2011

Company Name: _____
Date: _____

BID FORM

My/Our bid to furnish, deliver, train and install one complete dasher board system to the City of Minneapolis, Minneapolis Convention Center – Target Center; all in accordance your specifications as follows:

1. Lump Sum Bid, one complete dasher board system
(Includes: furnish, deliver, training, warranty and installation) \$ _____

Manufacturer: _____

ALTERNATES:

Circle One

2. Alternate to Refurbish and Re-use Existing Steel Ice Retainer (2.04 C) \$ _____ Add/Delete
3. Conversion Storage – Furnish PANEL STORAGE CARTS (4.01) \$ _____ Add/Delete
4. Conversion Storage – Furnish STACKABLE PANEL STORAGE CARTS (4.02)
\$ _____ Add/Delete
5. Conversion Storage – Furnish SPECTATOR SHIELD & SUPPORT STORAGE CARTS (4.03)
\$ _____ Add/Delete
6. Furnish Protective Netting (4.04) \$ _____ Add/Delete
7. Furnish Arena Products (4.05) \$ _____ Add/Delete

Prices must include: furnish, delivery and all applicable taxes. USD prices only.

This Official Publication will be awarded to the overall lowest vendor that meets specifications; including the alternate bid option the City of Minneapolis, Minneapolis Convention Center – Target Center decides to purchase.

All technical questions must be emailed to Chris Larson at Chris.Larson@minneapolismn.gov

Delivery will be made within _____ days after receipt of purchase order.

Successful bidder will be required to provide a Performance Bond and Payment Bond in the full amount of the contract.

F.O.B.: Destination

Acknowledge Addenda No. _____

Bidder must supply Federal Tax ID No. or Social Security No. _____

If Social Security Number is provided, this individuals name must be included as Bidder.

Bidder affirms that this bid(s) has been arrived at by the bidder independently and has been submitted without collusion with, and without any agreement, understanding or planned common course of action with, any other bidder of materials, supplies, equipment and services described in the invitation to Bid, designed to limit independent bidding or competition.

TWO complete bid responses including attachments to be returned, one of which must be an original.

BIDDER _____
CIRCLE ONE (Corporation - Partnership - Individual)

SIGNED BY _____
(Signature) (Printed Name)

ADDRESS _____

CITY _____ STATE _____ ZIP+4 ZIP CODE _____

BUSINESS PHONE (_____) _____ FAX NUMBER _____

E-MAIL ADDRESS: _____

IF YOU ARE NOT OFFERING A BID

Please fill out company name, address, etc. above and indicate below or on back side of this form, your reason(s) for not offering a bid and return this page to City Purchasing, 330 Second Avenue South - Suite 552, Minneapolis, MN 55401: Please indicate **"NO BID"** on the outside of your mailing envelope.